

STANDING RULES

A. DISTRICT CONFERENCE

SR-1 Dates of District Conference

The District Conference shall meet at a place and date of its own choosing and at a time as decided upon by the General Superintendent in cooperation with the District Board of Administration.

SR-2 Bar of Conference

The bar of the conference shall be recommended by the District Secretary and established at the first sitting of the District Conference.

B. DISTRICT OFFICERS, BOARD AND COMMITTEES

SR-3 Cedar Camps Board

(a) Membership: The Cedar Camps Board shall be elected by and amenable to the District Board of Administration.

(b) Duties: The Cedar Camps Board shall have general oversight of the district campgrounds, Cedar Canyon Camp and Cedar Springs Camp. It shall be responsible for establishing all campground policy, and for overseeing the rental of all grounds and facilities by all Wesleyan and non-Wesleyan groups.

(c) Capitol Improvement & Borrowing: The Cedar Camps Board is empowered to initiate capital improvement projects and to borrow such funds as is wise and necessary to accomplish these projects. Major capital improvement projects and all borrowing must be approved by the District Board of Administration.

SR-4 The District Board of Administration

The District Board of Administration shall be composed of the district officers named in the Discipline (cf.1203) and twelve members-at-large (six laypersons and six ordained ministers) elected by the District Conference.

SR-5 The District Conference Nominating Committee

There shall be a District Conference nominating committee, as provided in the Discipline (cf.1172). The District Superintendent shall be chairman, ex-officio. Five additional ministerial members and five lay members shall be elected by the District Conference.

SR-6 The District Treasurer

The DBA shall have the authority to appoint the District Treasurer.

SR-7 Northwest District Stewardship Funds (“D.S.F.”)

Money for district work shall be provided by assessing each local church an amount equal to four and three quarters (4.75) percent if the previous year’s assessments were paid in full or an amount equal to five and one quarter (5.25) percent if the previous year’s assessments were not paid in full in both cases exempting: money received from loans, the sale of property and funds received through wills and other fund-raising documents. In compliance with General Conference action, exempted from the DSF assessable base will be 100% of giving to Global Partners and Wesleyan Native Ministries and the Hephzibah Ministries, Inc.

Churches engaged in a major building project or fund drive which has been granted District Board of Administration approval may have their base income reduced by the amount of designated funds received for the approved project. (See The Discipline of the Wesleyan Church, paragraph 2005(3B).

All churches shall be subject to full assessment on all assessable income up to \$500,000. Above that amount there shall be a graduated reduction in the percentage applied as follows: \$500,000 to \$1,000,000 – 1%, \$1,000,000 to \$2,000,000 – 2%, on the amount over \$2,000,000 no budget assessment on the amount over \$2,000,000.

For the first four years of its existence, a new church’s base income for calculation of USF obligation will be a percentage of the base income as follows: The percentage will be 0 percent during the first Conference year following its commencement; 25 percent of the previous year’s base income during the second year following its commencement; 50 percent of the previous year’s base income during the third year following its commencement; 75 percent of the previous year’s base income during the fourth year following its commencement and 100 percent of the previous year’s base income during and after the fifth year following its commencement.

SR-8 District Conference Travel Expense

Each pastor, associate pastor, and assistant pastor who attends district conference shall receive travel expense based on 50% of the IRS allowed mileage reimbursement rate, providing the church or circuit has paid the major portion of their district and general church assessments for the year, and providing all annual reports are submitted by May 25. Retired ministers who have actively served under pastoral appointment in the Northwest District and currently reside in the District who attend the Conference shall also be reimbursed at the same rate. This travel expense shall be paid from the District Stewardship Fund.

SR-9 Committee Members’ Travel Expense

Travel expenses shall be paid from the treasurer of the appropriate district fund for all committee members doing district work based on 50% of the IRS allowed mileage reimbursement rate, and 7% of the IRS rate for each additional pastor or committee member in the same vehicle.

SR-10 Instruction to Treasurers

- (a) Banking: The treasurers of the various funds shall hold such funds in a bank that is a member of the Federal Deposit Insurance Corporation, in the name of the Northwest District. All disbursements shall be made by check and shall be signed by the treasurer-of the fund.
- (b) Financial Reports: Five days before the district conference convenes, the treasurer of each district fund shall submit to the district auditing committee bank statements for the beginning and close of the fiscal year, duplicate receipts (and/or other than the treasurer's account book, giving the source and date of all money received), all cancelled checks, and the treasurer's account books.
- (c) District Fiscal Year: The closing date of the fiscal year shall be April 30.
- (d) Closing Date for Treasurers: All treasurers of the auxiliary funds of the district are to close their books on May 15. The District Treasurer is to close the books by May 31.

C. REPORTS

SR-11 Statistical Reports

All annual statistical reports are to be submitted by May 25.

SR-12 Annual Service Reports

Annual service reports are to be submitted by May 25.

SR-13 Delegates to District Conference

Names of district conference delegates shall be submitted to the District Secretary by May 25.

D. LOCAL CHURCHES AND PASTORS

SR-14 The Pastor's Moving Expense

When a church calls a new pastor, it shall plan an equitable way of financing moving expenses.

SR-15 The Pastor's Salary

In addition to cash salary, it is recommended that full-time pastors should be compensated with:

- A. Either a parsonage and utilities or a housing allowance.
- B. Payments to Wesleyan Pension Fund, according to WPF bylaws.
- C. Reimbursement for actual miles traveled for ministry purposes at the current IRS rate.
- D. Each church shall be responsible to the pastor for his/her salary during attendance at District Conference, Winter Retreat, and district-sanctioned camps.

SR-16 The Pastor's Vacation

It is directed that each pastor receive an annual paid vacation of at least two weeks, including two Sundays; after five (5) years of service in the ministry, three weeks, including three Sundays; and after ten (10) years of service in the ministry, four weeks, including four Sundays (years of service not limited to Northwest District of the Wesleyan Church). These are minimum standards only.

SR-17 The Pastor's Illness

In the event of a major accident or lingering illness, which incapacitates the pastor, the local church will continue to provide all salary and benefits during convalescence. Remuneration for pulpit supply will be the responsibility of the church. Should it appear after 90 days that return to full health and ministry is not imminent, one of the following options may be exercised:

- (a) The pastor may offer his/her resignation.
- (b) The Local Board of Administration may consult with the District Board of Administration which may, after considering the best interests of the pastor and the local church, make a final determination regarding the tenure of the pastor.

SR-18 Pastor's Attendance at District Events

The Northwest District expects each ordained or licensed minister who is under appointment to attend Northwest District Conference, and Winter Retreat. All local churches are recommended to endeavor to pay the registration and other expenses incurred to attend these District events.

SR-19 Termination or Early Resignation of a Pastor

In the event that a pastor resigns or is terminated prior to the completion of his/her call, the following stipulations shall govern decisions made concerning severance pay and benefits.

- (a) If severance pay and benefits are given, they shall be limited to a maximum of 60 days following the pastor's last day of employment. Any severance package longer than 60 days must be approved by the District Board of Administration.
- (b) Vacation time must be used prior to the pastor's last day of employment. Unused vacation time cannot be compensated for in additional pay unless approved by the District Board of Administration.